

**SUSTAINABLE BURBANK TASK FORCE
OCTOBER 19, 2009 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held at the Burbank Recycle Center, 500 South Flower Street, on the above date. Mr. Jef Vander Borght, Vice Chair, called the meeting to order at 4:41 p.m.

II. ROLL CALL:

Members Present:

Jeff Catalano
Nicholas de Wolff
Geoffrey Folsom
Emily Gabel-Luddy
Della Hardy
Maureen Kellen-Taylor
Cynthia La Camera
Ken Lewis
Lisa Rawlins
Joel Shapiro
James Smith
Sharon Springer
Jef Vander Borght (Vice-chair)

Members Absent:

Mark Hardymont
Wendy James (Chair)

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teaforde - Public Works Director, Public Works
Kreigh Hampel - Recycling Coordinator, Public Works
Sherry Richardson - Administrative Officer, Public Works
Ferris Kavar – Recycling Specialist, Public Works
Jeanette Meyer - Marketing Manager, Burbank Water & Power
Greg Herrmann - Interim Community Development Director, Community Development Department
Chris Dasté – Park, Recreation & Community Services Director, Park, Recreation & Community Services
Jan Bartolo - Deputy Director, Park, Recreation & Community Services
Teri Stein – Deputy Director, Park, Recreation & Community Services
Johnathan Frank – Administrative Officer, Park, Recreation & Community Services
Michael Forbes - Deputy City Planner, Community Development Department
Tracy Steinkruger - Senior Planner, Community Development Department
Marcos Gonzalez – Administrative Analyst II, Community Development Department
Mary Riley - Sr. Assistant City Attorney, City Attorney's Office
Keith Sterling – Public Information Officer, City Manager Department
Agnes Tessier – Sr. Secretary, Public Works
Jessica Aldridge – Clerical Worker, Public Works
Jacqui Batayneh - Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

Public: None

A. Task Force Members:

Mr. Vander Borcht introduced new Task Force member Della Hardy. Miss Hardy, a lifetime Burbank resident and sophomore at Providence High School, is the new Youth Board Representative.

B. Staff:

Ms. Teaford reminded everyone that the Joint Study Session meeting is scheduled for October 27, 2009 at 4:00 p.m. in the Burbank Council Chambers, and on the City Council agenda later the same evening is the Verdugo Avenue Restriping.

Ms. Teaford stated that approval of the minutes can be moved on tonight's meeting agenda to allow for Ms. Rawlins' presentation, on behalf of the Communication/Outreach Subcommittee, to be changed to item IV – A on the agenda.

IV. SUBCOMMITTEE REORTS:

A. Public/Outreach Subcommittee

Ms. Rawlins, on behalf of the Public/Outreach Subcommittee, stated that the subcommittee is grappling with ways in which the City can communicate to the people of Burbank about the areas of sustainability with all of its components. Ms. Rawlins suggested breaking up into four groups headed by subcommittee members (Ms. Kellen-Taylor, Ms. Gabel-Luddy, Ms. Reinke, and Ms. Rawlins) to discuss how the City should define sustainability in a manner that engages the community and provides the best inclusion for the people of Burbank. The four groups met for approximately fifteen minutes for discussion.

The group lead by Ms. Gabel-Luddy discussed ways of connecting with the community and identifying the people of Burbank. Ms. Gabel-Luddy presented the definition formed by the group members: A sustainable Burbank recognizes the economic and environmental impact of today's decision and is committed to insuring those decisions to position our City to be a leader in tomorrow's community.

Ms. Reinke reported that her group focused on a definition for all age groups keeping in mind the eight themes. Ms. Springer presented the group's synopses: Living in a respectful and responsible way of the earth and the people on it so that we use what we need without impacting the needs of future generations.

Ms. Kellen-Taylor stated that her group looked at the different areas that people in Burbank populate; the home, the workplace, the community, and schools. Ideas discussed included descriptions of what sustainability would be to those groups, the personal responsibility of everyone in each one of these areas, and to think about sustainability before any decisions are made. Ms. Kellen-Taylor added that the group discussed many different perspectives.

Ms. Rawlins' reported that her group discussed finding a theme and what the approach might be. The group talked about focusing on finding a way to make sustainability an easy and convincing personal responsibility without overwhelming the people in Burbank. The ideas for a campaign or message discussed were 1) living within your means, 2) taking anything that we share (natural resources like air and water) with the widest use to the benefit of the most people and how it can be applied to each individual's daily life, 3) conservation and reduction, 4) quality of life, 5) personal health, and 6) community pride.

There was discussion by the Task Force at the conclusion of the group presentations. It was suggested that a succinct sustainability statement be selected that engages the public with sustainability efforts and communicates to all of the people of Burbank, including future generations, how each individual is needed as part of the sustainability goals and solutions.

V. APPROVAL OF MINUTES:

It was moved by Ms. Rawlins to approve the minutes from the September 21, 2009 meeting and seconded by Mr. Shapiro. The motion was approved by all present.

VI. FOCUSED DISCUSSION – WASTE REDUCTION THEME:

Mr. Hampel, City of Burbank Recycling Coordinator, introduced the members of his staff, Ferris Kavar, the new Recycling Specialist, Agnes Tessier, Senior Secretary and Jessica Aldridge, Clerical Worker. Mr. Hampel gave a Power Point presentation titled Zero Waste which provided a history of recycling and an overview of the programs we have today. The Power Point presentation is attached as part of these meeting minutes. There was discussion by the Task Force at the conclusion of the presentation. Mr. Hampel asked if Task Force members were interested in forming a subcommittee for the topic of zero waste. The following Task Force members volunteered for the subcommittee: Ms. Kellen-Taylor, Ms. La Camera, and Ms. Springer.

Ms. Teaford suggested bringing back the Burbank Green Alliance as a future agenda item. The Task Force concurred with this suggestion.

Ms. Springer gave a brief report on recycling polyethylene terephthalate (PET) bottles. The report was distributed and is attached as part of these meeting minutes. The Task Force engaged in discussion at the conclusion of the report.

VII. FOCUSED DISCUSSION – ENVIRONMENTAL HEALTH THEME:

Ms. Teaford indicated that the three action items included under the Environmental Health Theme are: Action 16 - Toxics Reduction, Action 17 - Organic Foods, and Action 18 - Air Quality. Ms. Teaford gave a brief overview of Toxics Reduction as it applies to the City's Sustainability Action plan; buy green, clean green, and integrated pest management.

Teri Stein, Deputy Director, Park, Recreation & Community Services indicated that her department is working with the City's Purchasing Department on organic food prices and specifications.

Marcos Gonzalez, Administrative Analyst II, Community Development Department, and Johnathan Frank, Administrative Officer, Park, Recreation & Community Services, gave a presentation on the Elmwood Community Garden, an element of Action 17. The presentation is attached as part of these meeting minutes. Mr. Gonzalez indicated that the

Redevelopment Agency's accomplishment of an organic community garden was comprised of a partnership with community garden experts, obtaining the community buy-in of a long-term sustainable effort, and collaboration with the public and private sector in serving the community. Johnathan Frank stated that Park, Recreation & Community Services is in the preliminary stages of design and research and is looking at potential sites for the development of other community gardens. A discussion by the Task Force followed the presentation.

Tracy Steinkruger, Senior Planner, Community Development Department, and Michael Forbes, Deputy City Planner, Community Development Department, gave an overview of Action Item 18, Air Quality. Ms. Steinkruger stated that the common air pollutants are ozone, carbon monoxide, sulfur oxide, nitrogen oxide, and lead. Ms. Steinkruger indicated that the City of Burbank is part of the South Coast Air Quality Management District (SCAQMD), which is the air pollution control district for the entire basin and is responsible for creating the Air Quality Management Plan that demonstrates both to the state and federal government how the pollutant levels will stay below the federal standard. Ms. Steinkruger stated that there are programs and incentive opportunities available for Burbank residents provided by the SCAQMD. Mr. Forbes indicated that through the General Plan Update and the Zoning Code, the City is looking at ways to regulate the intensity of development citywide to limit traffic as well as implement landscaping requirements such as parking lot shading to address air quality issues. The Task Force engaged in discussion following the presentation.

VIII. OLIVE AVENUE SUBCOMMITTEE UPDATE:

Mr. Vander Borgh reported that the City Council is considering appointing six members from the Task Force to the Olive Avenue Subcommittee. Ms. Teaford indicated that this item will be on the City Council agenda on November 3, 2009.

IX. SUBCOMMITTEE REPORTS:

- B. Ms. La Camera, on behalf of the Water Subcommittee, stated that the subcommittee was not able to meet since the last Task Force meeting held on September 21, 2009.
- C. Mr. de Wolff, on behalf of the Transportation & Urban Design Subcommittee, reported that subcommittee members were present at the Verdugo Avenue Restriping Community meeting. Mr. de Wolff indicated that it is important for Transportation & Urban Design Subcommittee members to engage with the community and staff on initiatives pertaining to sustainability. Mr. Lewis expressed that he would like subcommittees to meet with staff to discuss items such as the Mobility Plan, the Bicycle Master Plan, and Olive Avenue Streetscape. Both the Task Force and staff agreed that discussion meetings are feasible.
- D. Mr. Lewis, on behalf of the Energy Subcommittee, distributed a report that outlined the subcommittee's recommendations to the Task Force. The recommendations included encouraging BWP to reach the 30% renewable energy goal, broadening the energy efficiency campaign through discussion groups, increasing support and publicity for

distributing renewable power generation, moving more aggressively to implement AB811, and establishing a Citywide policy to mitigate and reverse the Heat Island effect in the City of Burbank. The Task Force and staff discussed the recommendations. It was moved by Mr. Lewis to adopt the five recommendations from the Energy Subcommittee with a request for modification to acknowledge a deadline for the sensible

cool roof policy for all commercial and residential replacement roofs. The motion was seconded by Mr. Smith and approved by all present. Following the approval of the motion, The Task Force and staff continued discussing the recommendations.

X. ADJOURNMENT:

The meeting was adjourned at 7:30 p.m. The next regularly scheduled meeting will be held on Monday, November 16, 2009 at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teafor, Public Works Director
BT: jb

****Attachments (PDF):**

Zero Waste Power Point Presentation
NAPCOR PET Facts
Elmwood Community Garden Presentation
Energy Subcommittee Recommendations